

Exporting a list to Excel



This tutorial explains how to export an EConsort list of students/applicants to Excel.



Applications > Lists of students/applicants > Click the list you want to export.



A **user** is a person managing the EConsort application.

An **applicant** is an applying student.

A **student** is an applicant who has been admitted.



Printscreens in this tutorial are centered and **indicated by a box**.



Watch the corresponding video tutorial online by clicking the 'Play' icon.

▼ Next to *Apply a tabular report*, all student and applicant reports are collected in a choice list. **(These reports can be found and edited in the database manager.)** Select **a report** from the list. This report will define the information transferred to the Excel file.

List Actions

- Send email to all people in this list: ☒
- Generate list of email addresses:
- Reset password for all members of this list:
- Apply a tabular report: **cohort2013_summerschool_excel** **GO**
- Apply a printable report: **cohort2013_summerschool_excel** **GO**
- Apply a printable report: My own report name **GO**
- Compare list with other: MG report **GO**
- Make a copy of this list: 20110228Applications **GO**
- Make document from t: Reports applicants **GO**
- Use template: Economics Students Report **GO**
- Store file in: test_report_fs **GO**
- Overwrite: ☒ **save**
- Create email list based on email field: Report|FRM_test info 11 **make**
- Update the status of these persons to: Report|FRM_Management form|General_info **Update**

▲ Click **the button** to continue.

▼ **The list displayed according to the selected report**, is shown together with **some editing options**.

Report options

save all the below records to a list **export**

include url to student file ☐ **make report**

Switch to other list: 20110217member **switch**

Switch to other report: cohort2013_summerschool_excel **switch**

Edit this report

add records to basket **Add paging** **Remove paging**

Rows: 1-10 / 15 Page 1 of 2

counter	buttons	First name	Last name	Email	Dossier	Bank account number	Highschool	Language skills	postaladdress_street	postaladdress_no	postaladdress_po
1		Sofie	D'hont	econsort@ugent.be	200801	504-5406-684680	St Bavo, Gent	English	Koningelizabeth laan	3	9000

▼ By clicking [the first link](#), it's possible to save the shown records to a (new/existing) list.



▲ Clicking [export](#) will download an Excel file of the displayed list. When doing so, you can first [choose to include a link to every student file in the Excel file](#). Checking this option will create a link for every student, displaying his/her information online if the correct password (also included in the Excel-file) is filled out. This allows you to share limited student information outside of the EConsort platform, with people who can't access EConsort.

It's also possible to display the same information – determined by the previously selected report – of a different list. To do so, select [another list](#) and confirm the change by clicking [the button](#). The new list will be displayed according to the selected report.

You can change the report that defines the displayed information as well: select [a new report](#) and click [the button](#) to confirm.

[A last link](#) allows you to edit the report that you chose, the one that defines the shown information.